

September 5, 2002

MEMORANDUM TO RECORDS MANAGEMENT DISTRIBUTION

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER /s/

SUBJECT: RM Numbered Memo 2002-30: TRANSMITTAL OF NARA LETTER:  
Transactional Billing Rate Schedule for Records Stored in NARA Federal  
Records Centers

Beginning in October 2002, the National Archives and Records Administration (NARA) will be changing the way the invoices are calculated for the records stored in the Federal Records Centers (FRCs) by reducing the storage fee per cubic foot and adding charges for services performed on those records. The FY03 Rate Schedule is attached to this letter as Attachment 1. Also attached is a letter from the NARA Records Center Program that provides additional information concerning the scope of the fee structure and the method of calculating the charges (Attachment 2). Attached to NARA's letter is an estimate of the FY03 charges to Department of Energy (DOE) based on the records volume and the services performed during FY02. For the DOE, this estimate is approximately the same as the amount that DOE paid under the FY02 flat rate of \$3.43 per cubic foot. It should be noted that individual Offices might have different obligations depending on their level of retrieval activity or the volume of classified records assigned to the Office.

The billing structure is explained in Attachment 2, except for the Transfer Processing Fee. The Transfer Processing Fee of \$42.00 per transaction is applied to each new records transfer (formerly records accession) received by the FRC to cover the review and verification of the transfer paperwork, notification of approval to ship the records, and data entry into NARA's NARS5 tracking database. This Transfer Processing Fee also includes the management of any associated records freezes. Beginning in October 2002, there will be no restriction on the volume of records that may be included in each records transfer.

Also, beginning in October 2002, NARA will be providing additional detail in their invoices so that each Program and Field Office can be billed for their records and the services performed on these records. The basis for the additional detail is the responsibility assignments used during FY02 to apportion the NARA invoice. The Office of the Chief Information Officer will update the assignments with NARA to include any changes in the stored records during FY02 before the end of the fiscal year. The list of the codes to be used to identify the Offices has been updated and is also attached to this letter as Attachment 3. However, it will be necessary to continue to maintain the responsibility assignments in the manner described in RM Numbered Memo 02-05. NARA has requested that care be taken when using the characters "O" and "0" and "I", "l" and "lower case L" due to their similarity.

If you have questions, please refer them to Susan Frey at [susan.frey@hq.doe.gov](mailto:susan.frey@hq.doe.gov) or to Jay Blewett at [jay.blewett@hq.doe.gov](mailto:jay.blewett@hq.doe.gov). Thank you for your cooperation.

**Attachment 1**

**NARA FY03 Transactional Billing Rate Schedule  
Standard and Classified Record Storage & Services**

<b><u>Category</u></b>	<b><u>Service Type</u></b>	<b><u>Description</u></b>	<b><u>Unit of Measure</u></b>	<b><u>FY03 Unit Rate</u></b>
Standard	Transfer	- Processing Fee (A0)	per transfer	\$ 42.00
Standard	Transfer	- Standard (A1)	per cubic foot	\$ 3.35
Standard	Disposition	- Standard (D1)	per cubic foot	\$ 4.30
Standard	Disposition	- Permanent Withdrawal (DW)	per cubic foot	\$ 4.30
Standard	Refile	- Standard Box (F1)	per box	\$ 3.55
Standard	Refile	- Standard File (F2)	per file	\$ 3.55
Standard	Interfile	- Standard (N1)	per file	\$ 3.85
Standard	Photocopy	- Standard (P1)	per page	\$ 0.65
Standard	Reference	- Standard Box (R1)	per box	\$ 4.30
Standard	Reference	- Standard File (R2)	per file	\$ 4.30
Standard	Storage	- Standard (S1)	Cubic feet / month	\$ 0.175
	Storage	- Standard (S1)	Cubic feet / year	\$ 2.10
Standard	Storage	- Textual Environmental Control (ST)	Cubic feet / month	\$ 0.175
	Storage	- Textual Environmental Control (ST)	Cubic feet / year	\$ 2.10
Classified	Transfer	- Classified (A3)	per cubic foot	\$ 4.50
Classified	Disposition	- Classified (D3)	per cubic foot	\$ 5.55
Classified	Refile	- Classified Box (F3)	per box	\$ 6.45
Classified	Refile	- Classified File (F4)	per file	\$ 6.45
Classified	Interfile	- Classified (N3)	per file	\$ 6.95
Classified	Reference	- Classified Box (R3)	per box	\$ 6.55
Classified	Reference	- Classified File (R4)	per file	\$ 6.55
Classified	Storage	- Classified (S3)	Cubic feet / month	\$ 0.355
	Storage	- Classified (S3)	Cubic feet / year	\$ 4.26
Miscellaneous	Cost	- Material Costs (C1)	expense	\$ 1.00
Miscellaneous	Labor	- Aide (L1)	per hour	\$ 34.00
Miscellaneous	Labor	- Technician (L2)	per hour	\$ 47.00
Miscellaneous	Labor	- Supervisor (L3)	per hour	\$ 77.00